

STEM Bursary 2022

Guidelines on submitting employment evidence

March 2022

To demonstrate that you have been in paid employment for 36 months in the last 84 we require you to provide documentary evidence. SDS staff will calculate your employment based on the dates on the documents you provide.

Types of evidence we can accept

The below is not an exhaustive list and please contact us should you require any further clarification.

- Payslips
- P45
- P60
- Job offer letter/ email
- Confirmation of resignation letter/ email
- Confirmation of furlough letter/ email
- Testimony from an employer on headed paper/ from an employer email account

Information we require as part of your application

- Your name or National Insurance number (to allow us to identify you)
- Your employer name (to allow us to calculate your start and end dates of employment with each employer)
- Dates (to allow us to calculate start and end dates of employment).

All other personal information contained in the employment evidence is not required for the application and should be hidden (redacted). **For Data Protection reasons we are not able to store data that is not required as part of your application**

***Important** – should you not hide (redact) all other data on the employment evidence your application will be **rejected** and you will have to resubmit the evidence in the correct format.

- For the avoidance of doubt we **DO NOT** require the following information as part of your application
 - Salary
 - Pensions contributions
 - Maternity/ paternity leave pay
 - Annual leave entitlement
 - Union payments

Self-Employment

- If you have had any periods of self-employment within the last 84 months that you wish to use as employment evidence, we need you to supply the following
 - A copy of your HMRC SA100's for the relevant time periods that CLEARLY shows you have been registered as self-employed with HMRC.
 - Evidence of Directorship of a company or Partnership status (if relevant)
 - Invoices, contracts, or other suitable documents showing that, in addition to being registered as self-employed with HMRC, you have been in active employment for 36 months out of the last 84 months.
 - SDS will calculate the dates of employment from the dates on the invoices/ contracts/ other documents.
 - Any period where you were not working will not be included in the required 36 months.

We **DO NOT** require the following information as part of your self-employment evidence. Please hide;

- Customers names/ addresses/ contact details
- The invoice amount

Any evidence that contains the above information will be **rejected** and you will have to resubmit the evidence in the correct format.

If you require assistance with downloading your SA100 from the HMRC website please get in touch and we can provide guidelines.

Key points to remember regarding your employment and self-employment evidence

- The start/ end date of employment evidence will be taken from the date on the document – SDS staff cannot make assumptions out with the dates provided. Evidence does not necessarily need to show your start or end dates from your job role, only dates we can use to demonstrate your eligibility.
- We will calculate evidence regardless as to whether you worked full time or part time hours. If you worked on a casual basis we will calculate months based on actual weeks/ months worked.
- The relevant period from which employment evidence is calculated are the 84 months immediately preceding the date of application. We cannot accept employment evidence from out with this period.
- The evidence you are providing relates to paid employment only – we cannot accept evidence of voluntary work towards the eligibility criteria.
- SDS reserve the right to seek additional evidence to ensure eligibility criteria is met.

Examples

1. Applicant situation – has been in continuous full-time employment from January 2010 – present.

Examples of suitable evidence:

- Testimony letter from employer **or**;
- Five P60's – from 2017, 2018, 2019, 2020 and 2021. Please note that five are required as P60's are issued annually irrespective of the length of time someone has been in employment with a company. Five ensures that we have three clear years to demonstrate 36 months employment **or**;
- A payslip which we can use as a "starting date" ie. January 2019, a second payslip from January 2022 as an "ending date". Additionally a payslip from one month in 2020 and 2021. This is to demonstrate continuity of employment **or**;
- A job offer letter which has a start date on it, a recent payslip or P60 and a payslip or P60 for 2020 and 2021 to demonstrate continuity of employment.

2. Applicant situation – has been in continuous part time employment since December 2010

- Can accept the same evidence as for example one

3. Applicant situation – worked on a casual zero hours contract with the same employer from January 2015 – January 2022

- testimony letter from employer **or**;
- If employment was in set "blocks of time" i.e. from April – September each year then can accept payslips from these months.
- Evidence would need to show 36 full months i.e. if started employment on 15th April each year and finished on 15th September this would be calculated as 5 months employment.
- If employment was sporadic, we would require sufficient payslips to allow us to calculate 36 full months of employment.

4. Applicant situation – applicant has worked for more than one employer over the last several years.

- testimony letter from each employer **or**;
- If employment was in set "blocks of time" i.e. from April – September each year then can accept payslips from these months.
- Evidence would need to show 36 full months i.e. if started employment on 15th April each year and finished on 15th September this would be calculated as 5 months employment.
- If employment was sporadic, we would require sufficient payslips to allow us to calculate 36 full months of employment.
- Documents should be provided from each employer that applicant worked for during the 36 relevant months.

5. Applicant situation – applicant was self employed

- Proof of registration with HMRC covering the entire evidence period. If self-employment was from 1st January 2018 – 28th February 2021 we would require SA100's from the following tax years;
- 2017/18
- 2018/19
- 2019/20
- 2020/21

- Evidence from Companies House, if applicant was a director of a company.
- In addition to the above the applicant must provide evidence of undertaking work for the required 36 months. Any months that work was not undertaken would not be counted towards evidence. This is in the same way that we would calculate evidence for an applicant who was an employee of a company on a zero hours contract. Actual months worked contribute to the required evidence.

- Examples of evidence could be;
- Invoices
- Contracts
- Letters or other documentation demonstrating work
- Testimony from customers

- For this self-employed applicant; they worked as a contractor for 24 months from 1/1/18- 1/1/20 and provided a copy of the initial contract and a copy of a letter detailing the contract end date. They then provided a further 12 invoices that covered the time period 15/2/20 until 28/2/21. This was one from February 2020, one from March 2020 etc. This evidenced 36 months self employment in total.

6. Applicant situation – applicant was completing a paid PhD which included teaching experience.

- Proof that the PhD was remunerated such as a letter from the University, which includes proposed start and end dates of the PhD.
- If different from proposed start and end dates on offer letter, evidence of date of commencement and completion/ withdrawal from PhD programme.
- Evidence of the final payment of the PhD Stipend such as a payslip or remittance advice.
- Evidence of teaching experience such as a testimony letter/ email from the University or a job contract/ payslip for teaching work.